

## **SECRETARY TO POLICE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned; and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves important and varied detail and clerical work arising out of the police chief's office. Primary responsibility is for relieving the chief of many minor administrative details, including correspondence, and the work may require the taking of dictation. The incumbent may advise with other employees on matters relating to their work but supervision is limited to the transmittal of instructions from the chief or assistant chief.

### **EXAMPLES OF WORK**

(Illustrative only.)

Take and transcribe dictation and type from rough draft and other sources letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Read reports and summarize information to facilitate review by and to conserve the time of the chief, prepare comprehensive reports, and make special breakdown of information for the chief;

Examine, check, and verify reports for completeness, propriety, adequacy, and accuracy of computations; determine conformity to established requirements and personally follow up discrepancies;

Keep records, make reports, and prepare other written documents, as required.

### **SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) years of age;

Must possess a combination of experience and training sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class;

Must supervise and instruct other clerical workers in procedures of good office practices, telephone etiquette, and departmental procedure on instructions with the authority of the chief;

Must successfully pass civil service examination testing ability for this position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work, before appointment from employment list.

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